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NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S

DDI Memo, 4 Apr 77

Auth: DDA PM4, Y7/A78

12 November 1958

Date: 13 MAR 1978 By: [REDACTED]

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Report #45
Assessment and Evaluation Staff
5-11 November 1958

1. C/A&E met with Messrs. [REDACTED] POD/OP, in what appears to be becoming a regular bi-weekly meeting to discuss problems of mutual interest. At this last meeting it was decided that all college graduates brought aboard as clerks would be tested with PETB while they are in the pool, thus making it easier to evaluate their potential as future professionals. C/POD is arranging to get us more information concerning clerical jobs so that we can orient our clerical testing and advice more directly to Office of Personnel needs. In this connection, considerable planning and discussion on the part of the A&E Staff concerning the clerical program is coming to a head. Very shortly changes in reporting test results on clerical people will be modified in the effort to make our results more meaningful to consumers. As a result of our concern with the possibility of misinterpretation of old test results, C/POD has arranged that the test results for clerical people be removed from the personnel file at the end of the probationary period. Both POD and AES feel that this represents a good step. *

2. The A&E Staff has been requested to assess a group of individuals being covertly trained for a highly sensitive project by [REDACTED] group.

3. JOT Training.

a. SIC. [REDACTED] is continuing her work with the instructors in developing the second formal examination.

b. American Outlook. [REDACTED] have been working with [REDACTED] in an attempt to formulate suggestions for organizing student efforts during the last four days. It seems desirable to specify, to some degree,

*It was also agreed that when JOT applicants were rejected by C/JOTF, the A&E Staff would review their records for C/POD in order to advise whether the rejected applicant might be utilized elsewhere in the Agency.

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a set of topics for consideration by the students, and a set of procedural suggestions to govern study and discussion. At any rate, some organization along these lines is an essential prerequisite for developing guidelines for the instructors.

25X1 4. Instructor Training. [] first presentation begins Monday, 17 November, for five TSS instructors and one enrolled by CO/OS. [] is lending assistance a la TEB, and will sit through this first presentation.

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25X1 5. [] who worked with [] during the last presentation of the IR(T), is assisting in end-of-course clean-up, and the continuing review and improvement of course exercises.

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25X1 6. [] continues to formulate student exercises for [] consideration in S&T.

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Chief, Assessment and Evaluation Staff

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